

**PROCESS SERVERS, COURT AND
CLERK'S OFFICE INFORMATION
AND EXCHANGE MEETING
AGENDA**

**January 11, 2005 - 12:00 – 1:00 p.m.
Clerk of the Superior Court's Training Room
201 West Jefferson – 2nd Floor (Central Court Building)**

- 1. Welcoming Remarks**
 - * Michael K. Jeanes, Clerk of the Superior Court**
- 2. Process Servers Applications – Now Available on Clerk of Court's Website**
 - * Michael K. Jeanes, Clerk of the Superior Court**
- 3. Process Servers Complaints**
 - * Michael K. Jeanes, Clerk of the Superior Court**
- 4. Continuing Education Requirements for Process Servers**
 - * Nancy Swetnam, Director, Certification and Licensing Division**
- 5. Provisional Certifications / Renewals**
 - * Lauri Thomas, Document Management Administrator**
- 6. Court Administration Topics**
 - * Phil Knox, Deputy Court Administrator**
 - * Mary Bucci, Director of Conciliation Court / Family Court Administrator**
 - a) New Regional Judicial District Boundaries - Update**
 - b) Judicial Rotations – Update**
 - c) Northeast Court Facility - Update**
- 7. Justice Courts Topics**
 - * Brian Karth, Justice Court Administrator**
 - a) Process Servers Document Depository Boxes - Update**
 - b) Notarizing Signatures of Process Servers on Affidavits of Service - Update**
- 8. Unattended Items (Briefcases / Bags / Etc.)**
 - * Michael K. Jeanes, Clerk of the Superior Court**
- 9. Verification of ID's on Personal Checks**
 - * Kathy Whittiker, Document Management Director**
- 10. Other Items**
 - * All**

FOR ISSUES YOU WOULD LIKE TO SEE ON FUTURE AGENDAS, PLEASE EMAIL:
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